

Workplace Alaska

Class Specification Payroll Specialist I

Created: 09/17/2002 by Keith Murry	AKPAY Code: P1244	Class Code:	PB0231
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Category: Professional	Class Title: Payroll Specialist I		
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Original Comments:

Subsequent Revision Dates/Comments:

09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: **EEO4:** B **SOC:** 13-2011 **Census:** 02

Last Update Comments:

Definition:

Under general direction, Payroll Specialists I assist in the operation of the state payroll accounting system in order to pay employees in all branches of state government correctly and timely; and provide expert guidance, problem resolution, and instruction on statewide policies and procedures to agency payroll staff.

Distinguishing Characteristics:

Payroll Specialist I is a journey level professional class in the Department of Administration, Division of Finance. Assignments include analyzing, auditing, evaluating and advising on payroll problems and practices. Incumbents independently correct errors and resolve problems to complete payroll processing, analyze production reports to identify systemic problems, and make recommendations to resolve major problems. Incumbents apply knowledge of the intricacies of the statewide payroll system, the relationships and interactions within the system, and the interactions between the statewide payroll system and other systems such as the statewide accounting system or state retirement systems.

Payroll Specialist I is distinguished from Human Resource Specialist I by the focus on the internal operations of the statewide payroll system.

Payroll Specialist I is distinguished from Human Resources Technician III by the Human Resource Technician III's performance of advanced technical work processing and auditing technical documents and providing technical information and assistance in support of a departmental, Division of Personnel or Division of Finance human resource function.

Payroll Specialist I is distinguished from Payroll Specialist II by the Payroll Specialist II's responsibility for system administration and testing of system changes and upgrades.

Payroll Specialists are distinguished from Accountants by the Payroll Specialists' primary focus on the statewide payroll system and the required expertise in payroll functions and requirements.

Examples of Duties:

Assist in payroll production runs; upload payroll information from other agencies' systems; verify information and resolve errors; establish payroll tables for production; assign external warrant numbers to system warrants; review reports generated throughout the process to ensure accurate operation of system; recommend completion of production run or stop.

Assist agencies in the Executive, Legislative and Judicial branches with agency specific payroll functions.

Provide guidance on statewide policy and procedure for the most complex technical processes; draft new or revised statewide policy and procedure to implement changes in requirements in statutes, rules, regulations, or contracts.

Reconcile payroll reports of direct deposit transfers; reconcile payroll information interfaced with the statewide accounting system.

Knowledge, Skills and Abilities:

Considerable knowledge of the technical processes of a large organization's payroll system.

Some knowledge of Generally Accepted Accounting Principles as they apply to payroll processing.

Ability to apply audit standards to implement, monitor, and modify internal procedures as necessary.

Ability to interpret and implement internal control standards.

Ability to analyze transactions for internal control compliance.

Ability to use problem-solving techniques.

Ability to establish and maintain effective working relationships with all levels of management.

Ability to apply sound, independent judgment to solve problems and administer programs.

Ability to plan, organize, and prioritize work to meet deadlines.

Ability to reconstruct incomplete, missing, or incorrect data.

Ability to interpret and apply the provisions of law, rule, or policy to specific situations.

Ability to formulate new ideas for improved procedures.

Ability to provide information both orally and in writing.

Minimum Qualifications:

One year of journey technical experience processing payroll actions, reviewing error reports, and resolving conflict. This experience is equivalent to a Human Resource Technician II with the State of Alaska or elsewhere.

Substitution:

Post-secondary education will substitute for the year of experience (3 semester hours or 4 quarter hours from an accredited college or university equals one month of experience).

Substitution:

Any combination of journey technical experience processing payroll actions, reviewing error reports, and resolving conflicts and post-secondary education (3 semester hours or 4 quarter hours from an accredited college or university equals one month of experience) which totals twelve months. This experience is equivalent to a Human Resource Technician II with the State of Alaska or elsewhere.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Minimum Qualification Questions:

Do you have one year of journey technical experience processing payroll actions, reviewing error reports, and resolving conflicts? This is equivalent to a Human Resource Technician II with the State of Alaska or elsewhere.

Or Substitution:

Do you have one year of post-secondary education (3 semester hours or 4 quarter hours from an accredited college or university equals one month of experience)?

Or Substitution:

Do you have one year of any combination of post-secondary education (3 semester hours or 4 quarter hours from an accredited college or university equals one month of experience) and journey technical experience processing payroll actions, reviewing error reports, and resolving conflicts? This experience is equivalent to a Human Resource Technician II with the State of Alaska or elsewhere?